



Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services, U.S. Embassy, Manila

- 1) Bring this checklist with you to your appointment, signed, and dated.
- 2) You cannot apply for a report of birth and passport without a scheduled appointment for each applicant.
- 3) Please check the appropriate box next to each document that you bring with you.
- 4) Many of the documents require you to submit both an original and a photocopy. For documents from the Philippines, please submit National Statistics Office (NSO) or Philippine Statistics Authority (PSA) documents only.
- 5) The documents should be placed in the same order as the checklist with the original on top of the copy.

In addition to this list, a personal appearance by the applicant (the child) is required.

FEES/FORMS/PHOTOS

☐ **Non-Refundable Application Fee**

The fee for a Consular Report of Birth is \$100. The fee for a child's passport under 16 is \$105; for those 16 and over, the fee is \$135. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diner's Club).

☐ **Courier Delivery Fee**

Upon approval, the CRBA will be delivered by the courier. You may pay the courier fee, which may vary depending on the delivery address, on the day of the appointment at the Embassy.

☐ **Photos of applicant and parents**

You will need three identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background for the child and two each for the mother and father. For photo instruction and samples, refer to

http://travel.state.gov/passport/pptphotoreq/photoexamples/photoexamples_5300.html

☐ **"Application for Consular Report of Birth Abroad" (DS-2029).** Fill-up/complete but do not sign!

- The child's parent(s) or legal guardian (preferably the U.S. citizen parent) or a person applying in loco parentis (a designated "representative" of the parent(s) or guardian) can apply for a CRBA. Either parent may sign and execute this application form before a Consular Officer. If the application will be signed and executed by a legal guardian, evidence of legal guardianship must be submitted. If a representative will sign the application, please see instructions below.
- Please read and follow the "Instructions" when filling out the form. Complete all the applicable items but do not sign this form until you are asked to do so by the Consular Officer during your appointment at the Embassy. Download and print Form DS-2029 at <http://photos.state.gov/libraries/manila/19452/pdfs/DS-2029%20as%20of%20March%202013.pdf>.
- If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete all parts of Item 28, page 3 of the form DS-2029 and sign the form at the interview. If the U.S. citizen father will not be present at the interview, he must complete all parts of Item 28 and sign the form in front of a U.S.-commissioned notary.
- If the father is deceased, submit an original death certificate and photocopy. For a death that occurred in the Philippines, please submit an NSO/PSA death certificate.

☐ **If neither parent/guardian will be present at the interview: Submit a notarized written statement or affidavit/Special Power of Attorney (SPA)** from both parents or guardians authorizing a representative who is acting in loco parentis to apply for a CRBA. (If also applying for a passport, please see additional requirements on page 3 of this

checklist). **The affidavit/SPA must specifically authorize the representative to apply for the CRBA.** The document must be duly notarized by a U.S. commissioned notary or a U.S. Consular Officer. The parents must also provide photocopies of the front and back side of the photo I.D.s that were used during notarization of the affidavit/SPA.

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

☐ Child's National Statistics Office (NSO) or Philippine Statistics Authority (PSA) Birth Certificate

Please bring the original birth certificate and one photocopy. For children born in the Philippines, please provide an NSO or PSA birth certificate. A birth certificate issued by the Local Civil Registrar (LCR) is not sufficient.

☐ Photo identification and growing-up photos of child

For school-aged children, please bring the original school ID and one photocopy. For all children, please bring growing-up photos. These photos should begin as near to birth as possible, spanning to the present.

☐ Evidence of parent's U.S. citizenship

The U.S. citizen parent must have been a citizen at the time of the child's birth. The U.S. citizen parent(s) must present proof of his/her U.S. citizenship, such as a valid or expired U.S. Passport, U.S. Birth Certificate, Consular Report of Birth Abroad, Certificate of Naturalization, or Certificate of Citizenship, etc.

☐ Passport/Identification document for non-U.S. citizen parent

The non-U.S. citizen parent must bring his/her passport or two other forms of photo identification, such as Senior Citizen's ID, Voter's ID, or digitized government-issued IDs such as SSS, PRC, BIR, or Driver's License. Postal ID is not acceptable. Please bring the original ID and one photocopy of each.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

☐ Evidence of physical presence in the United States/residence

The U.S. citizen parent must bring proof of sufficient physical presence or residence in the United States before the child's birth in order to transmit citizenship. Please consult our website for the specific requirements (<http://manila.usembassy.gov/service/citizenship/derivative-claim-to-citizenship.html>). Documents that may establish your physical presence in the U.S. include transcripts from Primary, High School and/or University, Income Tax Returns and W2s, old passports, a Military Statement of Service or DD-214 Separation Statement (military members only). You can submit other documents as evidence. Please bring the original documents and a photocopy of each.

LEGITIMATION/LEGAL RELATIONSHIP

☐ Parents' marriage certificate, if applicable

Please bring the original marriage certificate and one photocopy. For marriages conducted in the Philippines, please provide an NSO or PSA marriage certificate. Marriage certificates issued by a Local Civil Registrar are not sufficient.

☐ Divorce and Annulment Decrees/Death Certificates, if applicable

The mother and/or father will need to show termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English. Please bring the original divorce decree/annulment decree/death certificate and one photocopy of each document. For a death that occurred in the Philippines, please provide an NSO or PSA death certificate or an original Consular Report of Death Abroad issued by the U.S. Embassy.

BLOOD RELATIONSHIP

☐ Prenatal records and/or other evidence of mother's pregnancy.

- Please bring original documents and photocopies. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the child to the mother, regardless of her citizenship. Ultrasound reports can assist the Embassy in ascertaining the probable conception period.

- **NOTE: For Assisted Reproductive Technology (ART)**, biological parents should submit medical records detailing the method/procedures done. For more information on how the Department of State determines citizenship for children conceived through ART, please visit: http://travel.state.gov/law/citizenship/citizenship_5177.html

☐ **Evidence of the couple's physical presence in the same location at the time of conception.**

Please provide a notarized copy of the U.S. citizen's passport (all pages) in lieu of the original. (Note: Documents should be notarized by a U.S. commissioned notary or U.S. consular officer). Flight records and/or entry and exit records from a country may also be helpful.

☐ **Evidence of the couple's relationship prior to the conception of the applicant.**

- The burden of proving a claim to U.S. citizenship, including a blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant. Bring original documents and photocopy of each.
- Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available. For more information, read about the DNA testing procedures on the Embassy's website at, http://photos.state.gov/libraries/manila/350862/ACS-Consular_001/DNA%20Information%20Sheet%20updated%20DEC%2016%20%202011_.pdf

NOTE: Do not initiate DNA testing unless it was recommended by the Embassy for your pending CRBA application. A DNA test done independently and not according to Department of State procedures will not be accepted.

If you would also like to apply for a passport, please submit these additional items:

☐ **"Application for a U.S. Passport" (DS-11).** Fill-up/complete but do not sign!

For children under the age of 16 both parents/legal guardians are required to come in person. If this is not possible, see below for instructions. Please complete the form electronically and print it out. A form completed by hand may be accepted on a case-by-case basis. Please review the information on First Passport Applications (for children under the age of 16) on the website found at http://photos.state.gov/libraries/manila/19452/pdfs/DS-11_Jan2013_001.pdf

Proof of Parental Consent (if one or both parents listed on the Birth Certificate is not present)

☐ If only one parent/guardian is present for the interview: The absent parent/guardian must sign a **"Statement of Consent" (DS-3053)** authorizing the issuance of a U.S. passport for children under the age of 16. The absent parent must sign the DS-3053 and get it notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas. The absent parent must also provide a photocopy of the front and back side of the photo I.D. that was used during notarization. The document is only valid for 90 days after the date of signature. Download this form at <http://www.state.gov/documents/organization/212243.pdf>

☐ If one parent/guardian has sole custody: Present original primary evidence of sole authority to apply for the child's passport, *e.g., court order, death certificate, etc.*

☐ If both parents/guardians are absent: Original **written statement** signed by each absent parent/guardian and notarized, specifically authorizing a representative to apply for a passport on behalf of a child. The statement must include: minor's full name and date of birth; affiant's relationship to child (e.g., mother, father, etc.); affiant's street address, telephone number and email address; and a specific statement that the affiant gives consent to the issuance of a passport to the named minor child.

Please note we will only accept this document for 90 days after the date of signature and the document should be notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas. The absent parent(s) must also provide a photocopy of the front and back side of the acceptable photo I.D. used during notarization.

☐ **"Statement of Exigent/Special Family Circumstances" (DS-5525)**, is required for passport applications for children under the age of 16 if the written consent of the non-applying parent or guardian or sole custody cannot be obtained. The statement must explain in detail the non-applying parent's or guardian's unavailability and recent efforts made to contact the non-applying parent. You may also be required to provide evidence to document your claim of exigent or special circumstances. Download this form at <http://www.state.gov/documents/organization/217450.pdf>

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the appropriate documentation (including an **NSO or PSA birth certificate**), we will suspend processing of the application, and you may be required to schedule another appointment.

You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. All fees are non-refundable.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applying Parent or Guardian

Date